



## MANAGER OF CONSTRUCTION SERVICES

**JC:** MF400  
**PB:** 10  
**FLSA:** Exempt

**BU:** 95 (NR)  
**Created:** July 2000  
**Revised:** June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction, manages and oversees the activities and operations of the District's construction projects for the maintenance and engineering departments; provides highly responsible and complex administrative support to the Group Manager, Civil and Structural Engineering; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the full-scope managerial level classification which is responsible, through subordinate professionals, for managing the activities related to major engineering construction projects from conceptual planning through completion throughout the District whether accomplished by contract or by District staff. This classification is distinguished from the Deputy Director of Engineering in that the latter have ongoing responsibility for specified engineering functions.

### **REPORTS TO**

Deputy Director of Engineering or designee.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Assumes management responsibility for the coordination and execution of assigned District construction projects; directs project management, resident engineer and construction management activities; and coordinates with and obtains approval from appropriate District divisions and departments.
2. Provides direction on the District's Quality Management System (QMS), including the development of Quality Assurance Procedures and preparation and implementation of Quality Management Plans.
3. Manages the performance of scheduled quality audits of District's personnel, contractors and consultants.
4. Develops Quality Assurance training modules, conduct outreach and make presentations regarding QA activities.

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5. Develops, maintains, and posts metrics on Quality activities, including all findings and resolutions to mitigate reoccurrence.
6. Assumes management oversight responsibility for coordinating projects of other District departments and outside agencies performing construction work in or around District facilities; managing the interface between projects and active District systems and facilities.
7. Reviews proposed scope of work and obtains approval from appropriate District divisions and departments, coordinates major operational and engineering design reviews, assists in evaluating impacts on District Operations, and recommends policy and procedural improvements.
8. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
9. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
10. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
11. Directs and/or participates in the preparation and approval of final plans, specifications, cost estimates, requests for proposals and bid documents; conducts or directs analytical studies.
12. Conducts inspections and monitors project status for compliance with mandated requirements; processes outside agency work order requests through District Committees; coordinates project scheduling.
13. Selects, trains, motivates and evaluates engineering personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
14. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
15. Participates in regular staff meetings with managers of other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
16. Serves as staff on a variety of boards, commissions and committees; prepares and presents periodic and special reports regarding division activities to management staff or other departments and other necessary correspondence.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
18. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of structural engineering.

**QUALIFICATIONS**

**Knowledge of:**

- Federal Transit guidelines and requirements
- Quality control policies
- Project reporting and data management
- District operations, services and activities of District work and safety procedures
- Principles and practices of project scheduling and management
- Asset management
- Principles, practices, methods and techniques of construction project coordination
- Principles and practices of program development and administration
- Materials and equipment used in construction projects
- Terminology, methods, practices, and techniques used in technical engineering report preparation
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Facilities Standards and pertinent building codes, regulations and provisions
- Related Federal, State and local laws, codes and regulations

**Skill/Ability in:**

- Overseeing and participating in the execution and coordination of complex construction projects
- Overseeing, directing and coordinating the work of lower level staff
- Selecting, supervising, training and evaluating staff
- Participating in the development and administration of division goals, objective and procedures
- Preparing and administering large program budgets and contracts
- Preparing clear and concise administrative and financial reports
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Researching, analyzing and evaluating new service delivery methods and techniques
- Interpreting and applying Federal, State and local policies, laws and regulations
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Formulating quality control policies to establish standards
- Driving cultural transformation and organization change
- Project management, reporting and data management
- Developing metrics for Quality assurance

**MINIMUM QUALIFICATIONS**

**Education:**

Bachelor's degree in Engineering, Construction Management or a closely related field from an accredited college or university

**Experience:**

Five (5) years of (full-time) professional verifiable experience in engineering, project management or related experience which must include two (2) years of supervisory experience.

**License or Certificate:**

Professional Engineer (PE) certification required

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Registration as a professional engineer in the State of California preferred  
Project Management Professional Certification preferred

**Other Requirements:**

Must possess sufficient physical mobility to inspect construction in progress or review other projects.

**Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; travel from site to site; exposure to computer screens.

**Physical Conditions:**

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 0500 – Executives/Managers

**Census Code:** 0300 – Architectural and Engineering Managers

**Safety Sensitive:** No